



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

**FISCAL YEAR 2013
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #8**

TO: Family Day Care Home Sponsors

FROM: Kyle L. Guerrant, Director *LCG 3-26-13*
Office of School Support Services

DATE: March 26, 2013

SUBJECT: **Child Nutrition Reauthorization 2010: Child and Adult Care Food Program Applications**

ACTION: **Effective for Fiscal Year 2014 Michigan Electronics Grant System Plus (MEGS+) Applications**

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modified the requirements for the periodic submission of renewal applications by institutions participating in the Child and Adult Care Food Program (CACFP). The purpose of this memorandum is to provide guidance on the implementation of this modification to the CACFP, administered by the Michigan Department of Education (MDE).

Section 331(b) of the Act amended Section 17(d) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766(d) with regard to institution application requirements in the CACFP. Under previous statutory and regulatory requirements, renewing institutions were required to re-apply at intervals of between 12 and 36 months after their initial application was approved by MDE. Section 331 of the Act stipulates that institutions will no longer be required to re-apply after submitting the initial application; rather, they will be required to submit annually information as described below.

Thus, the requirements set forth at 7 CFR §226.6(b)(1) for new sponsoring organizations submitting an initial application remain unchanged. However, renewing sponsors are no longer required to submit a renewal application. Instead, renewing sponsors will be required to **annually** initiate a certification and information as listed below:

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

March 26, 2013

- A single certification must be submitted that any information previously submitted to MDE to support all of the eligibility requirements set forth in 7 CFR §226.6(b)(2) for the institution, its facilities, and all of its current principals is current, or that the institution has submitted any changes or updates to MDE
- Updated licensing information for each provider participating in CACFP or certification that licensing information in the application is complete and correct
- Information as required for new fields in the application that have changed since the last certification
- Information on the independent governing board of directors. The governing board must meet regularly and have the authority to hire and fire the institution's executive director.
- Certification that training of all key staff has been conducted at least annually
- A budget and budget worksheets for the upcoming year

All annual responsibilities contained in 7 CFR §226.6(f)(1) continue to apply.

Additional information on the CACFP application/certification process will be issued when all details are final.

If you have any questions related to this memo, please contact CACFP at 517-373-7391.